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# THE ANDHRA PRADESH GAZETTE

PART-VII EXTRAORDINARY  
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HYDERABAD, WEDNESDAY, FEBRUARY 24, 2010.

## NOTIFICATIONS RELATING TO THE ADMINISTRATION OF PANCHAYAT RAJ

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### NOTIFICATIONS BY GOVERNMENT

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#### PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT

(Mdl. II)

ANDHRA PRADESH PANCHAYAT RAJ SUBORDINATE SERVICE RULES.

*[G.O.Ms.No. 84, Panchayat Raj and Rural Development (Mdl. II), 24th February, 2010.]*

In exercise of the powers conferred by the proviso to **article 309** of the Constitution of India read with sub-section (3) of section 36 and sub-section (1) of section 268 of the Andhra Pradesh Panchayat Raj Act, 1994 (Act No. 13 of 1994) and in supersession of the orders issued in the G.O.Ms.No. 979, PR (E. VI) Dept. dt: 8-11-1979, G.O.Ms.No.132, PR&RD (E. IX) Dept., dt: 24-3-1998, G.O.Ms.No. 384,PR&RD (Mdl. II) Dept.,dt: 22-12-2001, G.O.Ms.No. 211, PR&RD (Mdl. II) Dept. dt: 6-6-2002, G.O.Ms.No. 221, PR&RD (Est. IX) Dept. dt: 13-6-2002, G.O.Ms.No. 295, PR&RD (Mdl.II) Dept. dt: 2-8-2002 and G.O.Ms.No. 98, PR&RD (Mdl. II) Dept.dt:10-4-2008 and of all other powers here unto enabling the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Panchayat Raj Subordinate service.

### RULES

#### 1. Short title:

- (i) These rules may be called as “**The Andhra Pradesh Panchayat Raj Subordinate Service Rules, 2010**”
- (ii) They shall come into force with Immediate effect.

**2. Constitution:**

The service shall consist of the following categories of posts namely.

**Class-A : Supervisory posts:**

Category (1) Panchayat Secretary - Grade-I

Category (2) Panchayat Secretary - Grade-II

Category (3) Panchayat Secretary - Grade-III

Category (4) Panchayat Secretary - Grade-IV

**Class-B : Health and Sanitation posts:**

Category 1: Sanitary Inspector, Grade-I

Category 2: Sanitary Inspector, Grade-II

Category 3: Health Assistant and "Death and Birth Registrar-cum-Vaccinator"

Category 4: Maternity Assistant

Category 5: Sanitary Maistry

Category 6: Field Assistant

**Class-C : Technical posts:**

Category 1: Pipeline Fitter including Fitter and Water Supply Fitter

Category 2: Pump Driver / Pump Operator

Category 3: Electrician, Grade-II

Category 4: Lighting Superintendents / Inspectors

Category 5: Electrician-cum-Fitter

Category 6: Lineman

**Class-D : Miscellaneous posts:**

Category 1: Library Attender formerly designated as Librarian

Category 2: Radio Operator

Category 3: Town Planning Supervisor.

**3. Method of Appointment and Appointing Authority****Class-A : Supervisory posts:**

S.No.	Category	Feeder Categories	Appoint Authority
(1)	(2)	(3)	(4)
1.	Panchayat Secretary Grade-I	By promotion from the category of Panchayat Secretary Grade-II	Commission of Panchayat Raj and Rural Employment

(1)	(2)	(3)	(4)
2.	Panchayat Secretary Grade-II	1. By promotion from the category of Panchayat Secretary Grade-III 2. Junior Assistant of District Panchayat Officer/Divisional Panchayat Office units 3. Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats 4. Sanitary Inspector Grade-I	Commission of Panchayat Raj and Rural Employment
3.	Panchayat Secretary Grade-III	1. By promotion from the category of Panchayat Secretary Grade-IV 2. Bill Collector	District Collector
4.	Panchayat Secretary Grade-IV	1. Direct Recruitment 2. Persons belonging to other categories (excluding Junior Assistants/Junior Assistant-cum-Bill Collector, Sanitary Inspector Grade-I) working in Gram Panchayats whose services were regularized under G.O.Ms.No. 212, and 112, Fin. and Plg (FW.PC. III) Dept. dt: 22-4-1994 and 23-7-1997.	District Collector

**Note: 1**

Appointment to the category of Panchayat Secretary Grade-II shall be made from the feeder category in the following order:

- 1<sup>st</sup> Vacancy : Panchayat Secretary Grade-III
- 2<sup>nd</sup> Vacancy : Panchayat Secretary Grade-III
- 3<sup>rd</sup> Vacancy : Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats
- 4<sup>th</sup> Vacancy : Panchayat Secretary Grade-III
- 5<sup>th</sup> Vacancy : Junior Assistants of Divisional Panchayat Office/District Panchayat Offices
- 6<sup>th</sup> Vacancy : Panchayat Secretary Grade-III
- 7<sup>th</sup> Vacancy : Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats/  
Sanitary Inspector Grade-I
- 8<sup>th</sup> Vacancy : Panchayat Secretary Grade-III
- 9<sup>th</sup> Vacancy : Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats
- 10<sup>th</sup> Vacancy : Panchayat Secretary Grade-III

**Note: 1(a):** 7<sup>th</sup> Vacancy in every alternative cycle reserved for Sanitary Inspector Grade-I

**Note: 2**

Appointment to the category of Panchayat Secretary Grade-III shall be made from the feeder category in the following order:

- 1<sup>st</sup> Vacancy : Panchayat Secretary Grade-IV
- 2<sup>nd</sup> Vacancy : Panchayat Secretary Grade-IV

- 3<sup>rd</sup> Vacancy : Panchayat Secretary Grade-IV  
 4<sup>th</sup> Vacancy : Panchayat Secretary Grade-IV  
 5<sup>th</sup> Vacancy : Bill Collector  
 6<sup>th</sup> Vacancy : Panchayat Secretary Grade-IV  
 7<sup>th</sup> Vacancy : Bill Collector  
 8<sup>th</sup> Vacancy : Panchayat Secretary Grade-IV  
 9<sup>th</sup> Vacancy : Panchayat Secretary Grade-IV  
 10<sup>th</sup> Vacancy : Bill Collector

**Note: 3**

Appointment to the category of Panchayat Secretary Grade-IV shall be made from the feeder category in the following order:

- 1<sup>st</sup> Vacancy : Direct Recruitment  
 2<sup>nd</sup> Vacancy : Direct Recruitment  
 3<sup>rd</sup> Vacancy : Direct Recruitment  
 4<sup>th</sup> Vacancy : Feeder category No. 2  
 5<sup>th</sup> Vacancy : Direct Recruitment  
 6<sup>th</sup> Vacancy : Direct Recruitment  
 7<sup>th</sup> Vacancy : Feeder category No. 2  
 8<sup>th</sup> Vacancy : Direct Recruitment  
 9<sup>th</sup> Vacancy : Direct Recruitment  
 10<sup>th</sup> Vacancy : Feeder category No. 2

**Note: 4** If a qualified and eligible person is not available for appointment against the turn allotted in the cycle mentioned above the turn shall lapse and the vacancy shall be filled up by a person who is eligible in the next category of the cycle prescribed therein

**Class-B : Health and Sanitation posts:**

Sl.No.	Category	Method of Appointment	Appointing Authority
(1)	(2)	(3)	(4)
1.	Sanitary Inspector Grade-I	i) By promotion from the category of Sanitary Inspectors, Grade-II ii) If no qualified or suitable person is available for promotion, by Direct Recruitment	District Collector
2.	Sanitary Inspector Grade-II	i) By appointment by transfer of Health Assistants in Mandal Parishads and Zilla Parshads. ii) By transfer of Health Assistants and "Death and Birth Registrar-cum-Vaccinator" in Gram Panchayats.	District Collector

(1)	(2)	(3)	(4)
		iii) By transfer of Sanitary Maistry in Gram Panchayats Provided they poses the Requisite qualifications of Sanitary Inspectors of Sanitary Inspector Training Course certificate and have Completed minimum three Years of service in the Category of Sanitary Maistry Post.	
		iv) By Direct Recruitment.	
3.	Health Assistant and "Death and Registrar-cum-Vaccinator"	i) By Direct Recruitment. ii) By promotion of Sanitary Maistry	District Panchayat Officer
4.	Maternity Assistant	No Future Recruitment	--
5.	Sanitary Maistry	By Direct Recruitment.	District Panchayat Officer
6.	Field Assistant	By Direct Recruitment.	District Panchayat Officer
<b><u>Class-C : Technical posts:</u></b>			
1.	Pipe Line Fitter Including Fitter and Water Supply Fitter	By Direct Recruitment.	District Panchayat Officer
2.	Pump Driver/ Pump Operator	By Direct Recruitment.	District Panchayat Officer
3.	Electrician Grade-II	By Direct Recruitment.	District Panchayat Officer
4.	Lighting Superintendents/ Inspectors	No Future Recruitment	--
5.	Electrician-cum-Fitter	By Direct Recruitment.	District Panchayat Officer
6.	Line Man	By Direct Recruitment.	District Panchayat Officer
<b><u>Class-D : Miscellaneous posts:</u></b>			
1.	Library Attender	No Future Recruitment	--
2.	Radio Operator	No Future Recruitment	--
3.	Town Planning Supervisor	No Future Recruitment	--

**Note: (1)** Appointment to the category of Sanitary Inspector, Grade-II shall be made from the feeder categories in the following order:-

- 1<sup>st</sup> Vacancy : Health Assistants in Mandal Parishad/Zilla Parishad
- 2<sup>nd</sup> Vacancy : Health Assistants and "Death and Birth Registrar-cum-Vaccinator" in Gram Panchayats.
- 3<sup>rd</sup> Vacancy : Sanitary Maistry in Gram Panchayats
- 4<sup>th</sup> Vacancy : Direct Recruitment

- (2) If suitable Health Assistants in Mandal Parishad / Zilla Parishad, Health Assistant and Death and Birth Registrar-cum-Vaccinator in Gram Panchayats and Sanitary Maistry in Gram Panchayats are not available, the vacancy shall be filled up by direct recruitment.
  - (3) Where there is no future recruitment to the posts mentioned in Class B, Class C and Class D, the same posts shall be ceased soon after the vacancy arises in the said posts.
- 4. RESERVATION OF APPOINTMENT:** The rule of special Representation (General Rule 22) shall apply to appointments to the posts mentioned in these rules.
- 5. QUALIFICATIONS:** No person shall be eligible for appointment to the categories specified in column (1) of the annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.
- 6. AGE:** Unless, otherwise specified, no person shall be eligible for appointment of Direct recruitment, if he has completed 34 years of age as on the first day of July of the year in which the notification for selection is made.
- 7. MINIMUM SERVICE:** Unless, otherwise specified, no person shall be eligible for appointment by transfer or promotion, unless he is an approved probationer and has put in not less than three years of service in the category from which promotion or appointment by transfer is made and if no such candidates are available, service of two years shall be considered as adequate.
- 8. PROBATION:**
- (1) Every person appointed by direct recruitment to the various posts in the service shall, from the date on which he commences probation, be on probation for a total period of two years on duty, within a continuous period of three years.
  - (2) Every person appointed to any of the posts either by promotion or by transfer shall, from the date of which he commences probation, be on probation for a total of one year on duty within a continuous period of two years.
  - (3) The District Collector shall be the authority competent to declare the probation on completion of the prescribed period of probation for the categories under class A and categories I & II of Class B. For other categories the District Panchayat Officer shall be the authority competent to declare the probation on completion of the prescribed period of probation.
- 9. TRAINING:**
- (1) Every person appointed by any method to the post of Panchayat Secretary shall immediately after appointment undergo a course of training for such a period and as per such programme and syllabus as may be prescribed by the Commissioner of Panchayat Raj from time to time.
  - (2) Every person appointed by Direct Recruitment shall before the commencement of training, execute an agreement bond that he/she shall repay to the Government, the pay and allowances and any other remuneration received by him in addition to the amount spent by the Government on his/her training.
    - (i) If he/she fails to serve the Government for a period of three years after the completion of his/her training for any reason; or
    - (ii) If he/she discontinues the training or is discharged from training course for misconduct or for any other reason; or
    - (iii) If he/she secures any other employment elsewhere other than under the State Government.
  - (3) The period of training shall count for purpose of probation, increments, leave and pension.
  - (4) A Direct Recruittee shall be eligible during the period of training, to draw initial pay of the post with usual allowances admissible at the place of training.

**10. TESTS:** Every person appointed by Direct Recruitment to the post of Panchayat Secretary Grade-IV shall pass the Accounts Test for Local Body Employees paper-I and II within the period of probation.

**Note:** Since the test is newly prescribed for the post of Panchayat Secretary Grade II and III the candidate already working in the said category is required to pass the said test or tests within a period of three years from the date of commencement of these rules into force. Otherwise, the candidate shall be reverted to the lower post.

**11. UNIT OF APPOINTMENT:** For purpose of recruitment, appointment, discharge for want of vacancy, re-appointment, seniority, promotion, transfer and posting and appointment as full member the unit of appointment for categories (1) and (2) of Class-A is Zone and for all remaining categories the district is the unit of appointment.

**12. TRANSFERS AND POSTINGS:**

- (1) Subject to the powers of control and revision by the Government, the Commissioner of Panchayat Raj and Rural Employment shall be the competent authority to post and transfer of Categories (1) and (2) of Class-A from one District to another District within the zone specified in Rule 11.
- (2) The transfers within the District shall be made by the District Collector (Panchayat Wing). The transfers within the District may also be effected by the Commissioner of Panchayat Raj and Rural Employment in the exigencies of service.
- (3) The District Collector (Panchayat Wing) shall be the competent authority to post and transfer Panchayat Secretary Grade III and IV within the district.
- (4) All Panchayat Secretaries shall be posted to a Panchayat Cluster corresponding to their category.

**13. DISCIPLINARY AUTHORITY:**

- (1) Commissioner of Panchayat Raj and Rural Employment shall be the disciplinary authority for the categories of Panchayat Secretaries Grade I and II.
- (2) The District Collector (Panchayat Wing) shall be the disciplinary authority for the categories of Panchayat Secretaries Grade III and IV.

**14. SAVINGS:**

Nothing in these rules shall effect the appointments made in accordance with the repealed rules prior to the coming into force of these rules.

**ANNEXURE**

**CLASS-A : SUPERVISORY POSTS:**

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
(1) Panchayat Secretary Grade-I	By promotion from the category of Panchayat Secretary Grade-II	Must have passed the Accounts Test for Local Body Employees Paper-I and Paper-II
(2) Panchayat Secretary Grade-II	(1) By promotion from the category of Panchayat Secretary Grade-III	Must have passed the Accounts Test for Local Body Employees Paper-I and Paper-II
	(2) By promotion from the category of Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats	

(1)	(2)	(3)
	(3) Appointment by transfer from the category of Junior Assistant/District Panchayat Officer/Divisional Panchayat Office unit	
	(4) By promotion from the category of Sanitary Inspector Grade-I	
(3) Panchayat Secretary Grade-III	(1) By promotion from the category of Panchayat Secretary Grade-IV	Must have passed the Accounts Test for Local Body Employees Paper-I and Paper-II
	(2) By promotion from Bill Collectors	
(4) Panchayat Secretary Grade-IV	Direct Recruitment	Must have passed Degree

**CLASS-B : HEALTH AND SANITATION POSTS:**

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
(1) Sanitary Inspector Grade-I	(1) By Direct Recruitment.	(1) Must have passed Intermediate Examination
		(2) Must possess a Sanitary Inspector Certificate issued by the Medical and Health Department or its equivalent qualification.
	(2) By promotion	Must possess a Sanitary Inspector Certificate issued by the Medical and Health Department or its equivalent qualification.
(2) Sanitary Inspector Grade-II	(1) By Direct Recruitment.	(1) Must have passed Intermediate Examination
		(2) Must possess a Sanitary Inspector Training Certificate issued by the Medical and Health Department or its equivalent qualification.
	(2) By promotion	Must possess a Sanitary Inspector Certificate issued by the Medical and Health Department or its equivalent qualification.



(1)	(2)	(3)
(3) Health Assistant and Death and Birth Registrar-cum-Vaccinator	(1) By Direct Recruitment.  (2) By promotion	(1) Must have passed Intermediate Examination (2) Must possess a Sanitary Inspector Training Certificate issued by the Medical and Health Department or its equivalent qualification.  Must possess a Sanitary Inspector Certificate issued by the Medical and Health Department or its equivalent qualification.
(4) Sanitary Maistry	By Direct Recruitment.	(1) Must have passed 10th Class Examination (2) Must possess a Sanitary Inspector Training Certificate issued by the Medical and Health Department or its equivalent qualification.
(5) Field Assistant	By Direct Recruitment.	(1) Must have passed 7th Class Examination (2) Must have good physique, good vision and capacity for outdoor work.

**CLASS-C : TECHNICAL POSTS:**

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
(1) Pipe Line Fitter Including Fitter and Water Supply Fitter	By Direct Recruitment.	(1) Must have possessed ITI Certificate in Plumbing or Fitters trade from any ITI Recognized by Government in the State.
(2) Pump Driver/ Pump Operator	By Direct Recruitment.	(1) Must have passed 10th Class Examination or its equivalent qualification (2) Must have possessed ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.

(1)	(2)	(3)
(3) Electrician Grade-II	By Direct Recruitment.	(1) Must have passed 10th Class Examination or its equivalent qualification (2) Must have posses ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.
(4) Electrician- cum-Fitter	By Direct Recruitment.	(1) Must have passed 10th Class Examination or its equivalent qualification (2) Must have posses ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.
(5) Line Man	By Direct Recruitment.	(1) Must have passed 10th Class Examination or its equivalent qualification (2) Must have posses ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.

**R. SUBRAHMANYAM,**  
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